

Account Receivable Aging Report in CARE

Instructions

***** Report Description *****

This report is designed to give two different views of revenue, fees and trust accounting:

1. Shows amounts of revenue, fees, and trust grouping the accounts by type and how many days overdue they are (not overdue, overdue up to 3+ years). (Run by district offices)
2. In addition to 1 above, shows a summary of the above information as well as amounts for: OSDC, Adjustments, Collections, Receivables, Beginning and Ending Balance. (Run by AOC Finance, district offices)

***** Instructions *****

1. Select the desired district option:
 - a. Single District Office
 - b. All Authorized

Note: This report will run each of the authorized district offices for the user and is required to be run after business hours.
2. If Single is selected, a list of authorized district offices will be displayed to select from.
3. Once the desired district option/district office is selected, the age options will be displayed:
 - a. All ages
 - b. 18 and over
 - c. Under 18
4. The summary option will be displayed:
 - a. No, do not include the Summary section on the report.
 - b. Yes, include the Summary section on the report.
5. Select desired month and enter the desired year for the report. The system will default to the previous month/year. The report will run for the 1st to the last day of the selected month. Note: future month/year is not allowed.
6. Click the Generate button and the report will be generated. Please note this may take several minutes to run, depending on the size of the district office. **Note:** Do NOT close the report window until the report or Excel Save box have returned or the report will stop processing.